



e-Services M. I. M. S.(FMS)

CAPNHQ Electronic Services e-Services
Member Information Management System
(Flight Management System)
California Wing
Basic Procedures Summary

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What do you want to do?

This document is a simplified condensation of the data contained in the detailed M.I.M.S. (FMS) Tutorial.

The following is a list of things most members and/or Commanders will have to accomplish from time to time. It is intended to aid you in finding the appropriate applications to either enter information into the M.I.M.S. system or to access information that you need.

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Preface

This document is not designed to teach anyone everything about M.I.M.S. (FMS). It is a quick reference guide which, if followed exactly, will help you enter data into the M.I.M.S. (FMS) system and help you find the information you need. No detailed description of these procedures is included.

There are two main features that are shown, **[Data Entry]** items that are used to enter your data shown as [xxxxx], such as [Last name]. The others are “**Keywords**” that are shown as “xxxxx”. They are part of the screen text and are the “Buttons” you click on, such as “Submit” or “Look Up CAPID”, to cause some function to occur. Full details and explanations can be found in the **M.I.M.S. (FMS) Tutorial** that can be downloaded from the **CAWG Web Sight** under publications. All references to “Para” numbers refer to the paragraphs in the M.I.M.S. (FMS) Tutorial.

Application Note: **M.I.M.S. (FMS) Qual/Cert** has two basic uses, task data entry and for reviewing Achievements. It is not recommended for data entry, as it is too cumbersome, few details are included in that regard. However, it MUST be used to enter the Cadet_Programs Curry Achievements, so that procedure is included. The Curry Achievement is not included as part of the OPS-Emergency_Services, but is required for a Cadet to get a CAPF 101 ES Card.

| Qual/Cert is used for **Reviewing** your Achievements and works well for that purpose.

1. Use e-Services Applications

Who? Members

Use Internet to access

Para 2-1

www.cap.gov

"Members"

"e-Services"

[CAPID]

[Password]

"Log On"

2. Enter or update your Personal Information

Who? Members

Use Personal Information Change

Para 4-1

From "e-Services Home" page Restricted Applications

"Personal Information Change"

"Interactive Personnel System"

[Last Name]

"Search"

Click [CAPID] (Goes back to Interactive Personnel System)

"Submit"

OR

From "e-Services Home" page CAP Utilities

"My Member Info"

"Add", "Edit", "Delete", "Update" or "Finished" (Pages are in different formats)

"General or Personal Information" Make changes

"Address" Make changes

"Contacts" Make changes

"Personal Characteristics" Make changes

Back to "e-Services Home" page

3. Look at Personnel Information

Who? Member

Use Interactive Personnel System

Para 4-2

(Limited by your scope of access)

From "e-Services Home" page, CAP Utilities or Restricted Applications

"Interactive Personnel System"

[Last Name]

"Search"

"View Detail"

"General Information"

"Contacts"

"Personal Characteristics"

"New Qual/Cert"

"Member Data"

"Member Photo"

Back to "e-Services Home"

4. Upload your CAP Picture

Who? Member

Use Upload CAP Picture

Para 13-1

From "e-Services Home" page Restricted Applications

"CAP Image Upload for Commanders"

"Look Up CAPID"

[Last Name]

“Search”
Click [CAPID] (Goes back to CAP Image Upload for Commanders)

“Insert”

OR

From “e-Services Home” page CAP Utilities

“Personal CAPF 101”

“Upload CAP Picture”

“Browse”

[File that contains your picture]

“Upload CAP Picture”

Back to “e-Services Home”

5. Validate CAP Pictures

Who? Commanders or designees

Use Validate CAP Pictures

Para 13-2

From “e-Services Home” page Restricted Applications

“Validate CAP Picture”

“Unit”

“Approve”, “Inappropriate”, “Does Not Match Name” or “Unacceptable”

“Submit”

Back to “e-Services Home”

6. Enter training task completion data and dates

Who? Members

Use M.I.M.S. (FMS) Qual/Cert (Cumbersome)

Para 6-3

Multi-ES Entry Personal or M.I.M.S. (FMS)

Para 8-1

From “e-Services Home” page Restricted Applications

“M.I.M.S. (FMS)”

“Multi-ES Entry”

“Look up CAPID”

[Last Name]

“Search”

Click [CAPID] (Goes back to Multi-ES Entry)

“Insert”

OR

From “e-Services Home” page CAP Utilities

“Personal Multi-ES Entry”

“Trainer’s CAPID”

“Look Up CAPID”

[Last Name]

“Search”

Click [CAPID] (Goes back to Personal Multi-ES Entry)

[Mission Number]

[Date of Completion]

“Insert” (Only in the Restricted Application)

[Functional Area]

[Achievement]

“Display Tasks” Scroll down to see

Click “Check to Save” boxes

OR

Click “Select All”

“Submit”

Back to “e-Services Home”

Note: If different dates are to be entered for different tasks, enter a date, “Check to Save” those tasks. Then change the date and “Check to Save” those tasks, then “Submit”.

7. Enter re-currency task completion data and dates

Who? Commander or Designee

Achievement Entry / Recurrency Entry

Para 12-5

Note: This Application is ONLY available to people with Wing Scope and on a very limited basis.

From the e-Services home page Restricted Applications

“M.I.M.S. (FMS)”

“Single Person Achievement Entry”

“Yes” (If you agree with the terms)

“Look Up CAPID”

[Last Name]

“Search”

“CAPID”

“Insert”

“Edit” for the Achievement desired

[Current Status] Training or Active

[Status Date] The date of the last recurrency mission

[Source] WMU or MIMS

“Update”

Delete an Achievement

“Delete” for the Achievement desired.

“OK”. The page will refresh with the deleted Achievement removed.

Back to “e-Services Home”

8. Enter an Achievement that was approved in WMU

Transferring all Task detail to M.I.M.S.

Who? Members

Use Multi-ES Entry

Personal or M.I.M.S. (FMS)

Para 8-1

From “e-Services Home” page Restricted Applications

“M.I.M.S. (FMS)”

“Multi-ES Entry”

“Look up CAPID”

[Last Name]

“Search”

Click [CAPID] (Goes back to Multi-ES Entry)

OR

From “e-Services Home” page CAP Utilities

“Personal Multi-ES Entry”

“Trainer’s CAPID” Enter [WMU]

[Mission Number] [WMU] or the last Mission you participated in for recurrency. if known

[Date of Completion]

“Insert” (Only in the Restricted Application)

[Functional Area]

[Achievement]

“Display Tasks” Scroll down to see

Click “Check to Save” boxes for all tasks EXCEPT CAPF 117 ES Continuing Education

“Submit”

Back to “e-Services Home”

9. Transferring all Standard WMU Specialties from WMU to M.I.M.S.

Who? Members

Use WMU CAPF 100 Specialty Renewal procedure

Attachment 3

Prior to doing this conversion, complete both the current CAPT 116 and CAPT 117 tests. See Attachments 1 and 2 of the M.I.M.S. tutorial.

Get on the Internet

Go to <wmu.nat.cap.gov> National Web site

Click on "Web WMU"

Click on "Member" or "Unit Commander" button

Enter your [CAPID]

Enter your [Password].

Click on "Submit"

Click on "CAPF 100"

Click on "Renewal"

Click on "View CAPF 100"

Click on "Submit" (Bottom of page)

Once approved, all Standard specialties will be transferred to M.I.M.S.

10. Enter Pilot Information, Initial or from WMU

Who? Members

Use M.I.M.S. (FMS) Qual/Cert

Para 6-3

Multi-Pilot Entry Personal or M.I.M.S. (FMS)

Para 9-1

From "e-Services Home" page Restricted Applications

"M.I.M.S. (FMS)"

"Multi-Pilot Entry"

"Look up CAPID"

[Last Name]

"Search"

Click [CAPID] (Goes back to Multi-Pilot Entry)

"Insert"

OR

From "e-Services Home" page CAP Utilities

"Personal Multi-Pilot Entry"

[Functional Area]

[Achievement]

[Step]

[Task]

[Date of Completion]

"Submit"

"Confirm Passing Tasks"

Back to "e-Services Home"

11. Check the status of your Achievements

Who? Members

Use M.I.M.S. (FMS) Qual/Cert

Para 6-4

From "e-Services Home" page Restricted Applications

"M.I.M.S. (FMS)"

"Qual/Cert"

"Interactive Personnel System"

[Last Name]

"Search"

Click [CAPID] (Goes back to Qual/Cert)

OR

From “e-Services Home” page CAP Utilities

‘M.I.M.S. (FMS) Qual/Cert’

“Submit”

All of your approved achievements are listed on the right side of the Review Member page

To look at the status of the tasks within any of these achievements, click on the [Achievement]

The tasks are displayed showing current, pending and expiration dates

“Back to Review Member”

To check on a Partially completed Achievement

“Select below to view partial Qual/Achv”

[Functional Area]

[[Qual/Achv]

“Submit”

The tasks are displayed showing current, pending and expiration dates

“Back to Review Member”

Back to “e-Services Home”

12. Validate the Completion of Achievements and Tasks

(Does not apply to Ops Emergency Services tasks)

Who? Commanders, Vice Commanders or ES Officers

Use M.I.M.S. (FMS) Validation of Achievements and Tasks

Para 11-1

From “e-Services Home” page Restricted Applications

“M.I.M.S. (FMS)”

“Validate Achievements or Tasks”

“Yes” (If you understand)

[Scope]

[ORGID] (Unit)

[Functional Area], [CAPID], [Last Name] or [Alphabet] selection button

[Validate] or [Reject]

[Comment] If you reject a task

“Confirm”

Back to “e-Services Home”

13. Approve Achievements

Who? Commanders, Vice Commanders and ES Officers

Use Approval Module, from the e-Services home page

Para 12-1

From “e-Services Home” page Restricted Applications

“Approvals Waiting (nn)”

[Letter] (First letter of last name desired)

If you want to see details of the achievement

“View Detail”

[Approve] or [Disapprove]

[Comment] (If disapproved)

“Submit”

‘OK’

Back to “e-Services Home”

14. Create / Print a report of your Achievements, including all tasks

Who? Members

Use M.I.M.S. (FMS) FMS Reports (Check them all)

Para 15-1, - 15-4

From “e-Services Home” page Restricted Applications

“M.I.M.S. (FMS)”

“FMS Reports”

[Type of report]

[Unit]
[Download format]
[CAPID] (In some cases)
[Functional Area] (In some cases)
[Achievement] (In some cases)
"Show report"
Back to "e-Services Home"

15. Create / Print a CAPF 101 card

Who? Members
Use CAPF 101 Card Personal or M.I.M.S. (FMS) Para 13-3

From "e-Services Home" page Restricted Applications

"M.I.M.S. (FMS)"
"CAPF101 by CAPID"
"Look up CAPID"
[Last Name]
"Search"
Click [CAPID] (Goes back to CAPF101 by CAPID)
Retrieve 101 Card

OR

From "e-Services Home" page CAP Utilities

"Personal CAPF 101"
[Height]
[Weight]
[Eyes]
[Hair]
"Update 101 Card"
File (Print)
Back to "e-Services Home"

16. Create CAPF 101T

Who? Members
Use CAPF 101T Personal or M.I.M.S. (FMS) Para 14-1

From "e-Services Home" page Restricted Applications

"M.I.M.S. (FMS)"
"CAPF101T by CAPID"
"Look up CAPID"
[Last Name]
"Search"
Click [CAPID] (Goes back to CAPF101T by CAPID)
"Submit"

OR

From "e-Services Home" page CAP Utilities

"Personal CAPF 101T"

[Achievement]
File (Print)
Back to "e-Services Home"

17. Assign members to the Unit Personnel Authorization

Who? Commanders or designees
Use Duty Assignment Para 12-2

From "e-Services Home" page Restricted Applications

"Duty Assignment"
"Interactive Personnel System"
[Last Name]

"Search"
 Click [CAPID] (Goes back to Duty Assignment)
 "Submit"
 [Unit]
 [Functional Area]
 [Duty Position]
 [Assistant] (If desired)
 "Assign Position"

To display a list of assignments and or delete positions
 Under "Current Duty Positions"
 [Down arrow]
 [Position] (Click to highlight)
 "Delete" (If desired)
 Back to "e-Services Home"

18. Enter Curry training task completion data and dates

Who? Members

Use M.I.M.S. (FMS) Qual/Cert

Para 6-3

From "e-Services Home" page Restricted Applications

"M.I.M.S. (FMS)"
 "Qual/Cert"
 "Interactive Personnel System"
 [Last Name]
 "Search"
 Click [CAPID] (Goes back to Qual/Cert)

OR

From "e-Services Home" page CAP Utilities

"M.I.M.S. (FMS) Qual/Cert"

 "Submit"
 "Record Completed Tasks for New Achievement"
 "[+] Cadet_Programs"
 "[+] Achievement 1 (Curry)"
 "Achv 1 Requirements"
 Enter dates for the four achievements
 "Save"
 "Back to Review Member"
 Back to "e-Services Home"

Download CAPWATCH

Who? Members

Use CAPWATCH Download
 Not defined in this document

CAP Utilities

WSA Administration

Who? Commander or designees

Use WSA Admin
 Not defined in this document

See WSA Tutorial